

DS-0415

FD-36 (Rev. 7-76)

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Date

2/4/85

## ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials \_\_\_\_\_ Date \_\_\_\_\_

1. D/INFORMATION SERVICES2.3.4.5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - FOR ACTION, AS APPROPRIATE

DO NOT use this form as a RECORD of approvals, concurrences, dispositions,  
clearances, and similar actions

Room No.—Bldg. \_\_\_\_\_

STAT

Phone No. \_\_\_\_\_

ORM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.205

GPO: 1963 - 1 - 122



January 22, 1985

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

Sections 5.2(b)(2) and (4) of Executive Order 12356 authorize the Director of the Information Security Oversight Office (ISOO) to oversee agency actions to ensure compliance with the Order and implementing directives and to conduct on-site reviews of the information security program of each agency that generates or handles national security information. In compliance with the Order, Harold Mason, the ISOO representative to your agency, will conduct a series of inspections during FY 1985. He will continue to concentrate on your agency's training programs, the review of classified documents, and the review of implementing agency actions relating to the Order.

Mr. Mason recently contacted your agency representative to discuss the 1985 inspection schedule and to propose dates for the review. Facilities and offices to be inspected will be selected at a later date. The following dates have been selected for the review: February 26, April 17, May 14, June 4 and August 15, 1985. Should changes to these dates become necessary, these can be made through the coordination of our representatives.

Enclosed is a list of clearances that Mr. Mason holds. Verification of the clearances can be obtained from the offices or officials listed on the form. If you feel that Mr. Mason will require clearances other than those listed on the form in order to conduct a thorough review, please provide the information and necessary forms as expeditiously as possible so that the necessary processing of the forms can be completed and clearances obtained prior to the scheduled inspection dates.

If you have any questions on the proposed dates or require clarification of ISOO's FY 1985 inspection policy, please call me on 535-7251 or Mr. Mason on 535-7254. I appreciate your support of ISOO and look forward to a continued amicable working relationship.

Sincerely,

STEVEN GARFINKEL  
Director

Enclosure



**General  
Services  
Administration Washington, DC 20405**

Date : January 25, 1985

Reply to  
Attn of : ATOIP

Subject : Request for visit approval

To : Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, D.C. 20505

1. The following GSA employee(s) will visit your facility as indicated:

STAT

NAME	CITIZENSHIP	CLEARANCE	DATE	BASIS
Harold C. Mason	U.S.			

Please note: Based on CIA Memo 25 January 1980:

1. In view of some recent confusion regarding the certification of SCI accesses, you are reminded that all such certifications must be made through the CIA Compartmented Information Branch (CIB).
2. To accomplish such certification, please contact the CIB, telephone number [redacted] STAT

FACILITY TO BE VISITED: Central Intelligence Agency Facilities

DURATION OF VISIT: FY 1985

PURPOSE OF VISIT: ISOO Inspections and meetings

PERSON(S) TO BE CONTACTED: Various

- 2 Approval is assumed in the absence of contrary advice.

JOYCE E. BROWN, Acting Director  
Personnel Security Division

NOTE: This documentary evidence of security clearance is valid only for the purpose and date set forth above. Each person named above has been issued identifying credentials.